

**Opening Date:** October 9, 2014  
**Closing Date:** Open Until Filled  
**Work Location:** Austin, TX  
**Posting Number:** 15-07  
**Monthly Salary:** \$4,167-\$4,584  
**Group/Class:** B18  
**Travel:** None  
**Division:** Agency Communications  
**Number of Positions:** 1  
**Position Number:** 1589

## **JOB VACANCY NOTICE**

### **Creative Media Designer II**

*Apply Via Mail/Hand Delivery: Texas Water Development Board  
Stephen F. Austin Building, 1700 North Congress Ave., Room 670,  
Austin, Texas 78701, via facsimile (512) 463-7644, or via email  
HR@twdb.texas.gov. Refer to Human Resources (512) 475-2142  
Equal Opportunity Employer*

### **Job Description**

Performs highly complex (senior-level) graphics and multi-media design, production, and consultation work. Work involves conceiving and executing complex graphic design projects. Coordinates the design, illustration, and production of graphics and interactive media materials using computer software and/or non-computer based graphic methods. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

### **Essential Job Functions**

- Plans, designs, develops, and produced graphics and interactive media materials using traditional and new creative options as part of a comprehensive communications effort.
- Executes projects that include brochures, newsletters, electronic communication, exhibits, reports, power points, and some website projects.
- Develops branding of new agency services.
- Develops design and production schedules.
- Coordinates graphic and/or multi-media design needs with agency staff and provides technical graphics and/or multi-media advice.
- Designs and/or produces graphics and interactive media materials using computer-based and traditional methods.
- Converts and edits complex graphics in Adobe Illustrator.
- Maintains design programs and graphics equipment
- Makes presentations to staff or the public on the development of agency creative interactive media materials.
- Reviews, routes, and approves production proofs.
- Researches, plans, and implements new operating and production methods.
- Serves as a liaison with contractors, printers, and suppliers on media projects and the procurement of materials and supplies.
- Troubleshoots system hardware and software problems as needed.
- May supervise the work of others.
- Performs related work as assigned.

### **Minimum Qualifications**

- Three years of experience in graphic arts production
- Three years of experience in designing and producing materials with Adobe Illustrator, InDesign, and Photoshop
- Knowledge of traditional graphics production methods, techniques, and equipment.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002

Revised 4/29/14



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. [www.twdb.texas.gov/jobs](http://www.twdb.texas.gov/jobs)

**Preferred Qualifications**

- Five years of experience in graphic arts and multi-media production.
- Graduation from an accredited four-year college or university with major coursework in design, fine arts, graphics design, or a related field.

**Knowledge, Skills, and Abilities**

- Skill in using computer-based design workstations and program; traditional and new media graphics production methods, techniques, and equipment; design principles; and printing processes.
- Demonstrated ability to work efficiently to meet deadlines.
- Ability to plan and produce graphics and design projects.
- Ability to communicate effectively and work in team environment.

**Remarks**

- Portfolio of design projects will be required at the interview.
- Copy of required academic transcripts and/or licensures must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.